

## City of SeaTac

# **MAJOR CONDITIONAL USE PERMIT**

### **DEFINITION AND PURPOSE:**

A Conditional Use Permit (CUP) is a permit granted by the Hearing Examiner which sets special conditions regarding a use in a zone where the use is not normally allowed. The CUP process is a means of imposing special conditions and requirements on development, so that the compatibility of uses shall be maintained considering other existing and potential uses within the general area where the conditional use is proposed. Conditions imposed on a CUP will reasonably assure that a nuisance or hazard to life or property will not occur. The CUP process is not a means to reduce the requirements of a zoning district where the conditional use is proposed.

### **CONDITIONS FOR APPROVAL:**

The **applicant** must show that the proposed use satisfies all of the following criteria for approval by the Hearing Examiner.

1. The proposed use is listed as a Conditional Use under the zone classification use charts, Chapter 15.12 of the SeaTac Municipal Code Volume II.
2. The applicant must justify:
  - a. The site is adequate in size and shape for the proposed project and the use conforms to the general character of the neighborhood.
  - b. The unique character of topography, arterial streets and adjacent land use complement the proposed conditional use.
  - c. The conditional use would not be detrimental to surrounding land use.
  - d. Modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code.
  - e. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.
  - f. The conditional use will be supported by adequate public facilities or services, and will not adversely affect public services to the surrounding area unless conditions can be established to mitigate adverse impacts.

### **SUBMITTAL:**

1. FILING FEE: \$2,500.00

3. Please submit all of the items listed on the attached checklist.

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW36.70A.440.***

**PROCEDURE:**

1. Prior to submitting your CUP application, you will need to review your proposed CUP with the City's "Development Review Committee" (DRC). ***NO APPLICATION WILL BE ACCEPTED PRIOR TO REVIEW BY THE DRC.*** Please contact the Building Division Permit Specialist to schedule a time to meet with the DRC (Phone 241-1189).
2. It will take a minimum of 2 TO 3 months from the date of filing a complete application for the public hearing and legal notice requirements to be met.
3. You will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete.
4. A "Notice of Application" (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a "Notice Board" on the property in conformance with Section 16.07.010B. of the SeaTac Municipal Code Volume II (SMCVII). An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the NOA is published in the newspaper.
5. A date will be set for a public hearing before the Hearing Examiner and you will be notified. You will be sent a copy of the staff recommendation at least two (2) weeks prior to the hearing. The applicant or authorized representative of the applicant must attend the public hearing.
6. The Hearing Examiner's decision will be final unless appealed to the Superior Court of King County. A "Notice of Decision" (NOD) will be sent to the applicant/property owner and to all persons of record.

# **CONDITIONAL USE PERMIT APPLICATION**

## **MAJOR**

File No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

1. Business Name: \_\_\_\_\_

2. Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Status: (owner, lessee, agent, etc.) \_\_\_\_\_

3. Property Owners:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

*(if more than one owner, please attach additional sheets with names, owners, contact information and signatures).*

4. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

5. Property:

Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Size: (sq ft) \_\_\_\_\_ Acres: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Parcel (Tax Lot) No. \_\_\_\_\_

6. Use:

Existing use of property: \_\_\_\_\_

\_\_\_\_\_

Proposed use of property (in detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Changes to be made to the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
**Please print name**

\_\_\_\_\_  
**Please print name**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **CONDITIONS FOR APPROVAL**

*The space below is provided for your answers. You may use additional sheets if necessary.*

- a. That the site is adequate in size and shape for the proposed project and that the use conforms to the general character of the neighborhood.
- b. That the unique character of topography, arterial streets and adjacent land uses complement the proposed conditional use.
- c. That the conditional use would not be detrimental to surrounding land use.
- d. Modifications to standards limited to those which will mitigate impacts in a manner equal to or greater than the standards of this code.

- e. **The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood.**
  
  
  
  
  
  
  
  
  
  
- f. **The conditional use will be supported by adequate public facilities or services, and will not adversely affect public services to the surrounding area unless conditions can be established to mitigate adverse impacts.**

## **APPLICATION REVIEW CHECKLIST**

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A "Determination of Completeness" will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application review.** If you have any questions, contact the Department of Planning and Community Development.

### **Return this checklist with your application**

*For Office Use Only*

**Date Submitted:** \_\_\_\_\_ **Date of Pre-App Meeting:** \_\_\_\_\_

### **Part I – Plan Submittal**

	<u>Applicant</u>	<u>Staff</u>
1. Application form is filled out, original and four (4) copies submitted.	_____	_____
2. The DRC comment sheets, five (5) copies submitted.	_____	_____
3. A <i>legal description</i> of the subject property is provided.	_____	_____
4. If you are given an <i>Environmental Checklist</i> , all questions are answered and the checklist is signed.	_____	_____
5. A <i>letter of availability</i> from the appropriate water district.	_____	_____
6. A <i>letter of availability</i> from the appropriate sewer district.	_____	_____
7. A <i>Title Report (dated within last 90 days)</i> .	_____	_____
8. A check to the City of SeaTac for the filing fee and Environmental Checklist fee.	_____	_____

	<u>Applicant</u>	<u>Staff</u>
9. Five copies of all plans and the environmental checklist. Additional copies may be required prior to any public hearings.	_____	_____
10. All oversized plans folded to 8 1/2" x 14".	_____	_____
11. One paper reduction of each oversized plan to 8 1/2" x 11".	_____	_____
12. County Assessor's Map(s) showing a 1,000' radius around edges of subject property. <i>(Applies only if labels are <u>not</u> purchased from the City of SeaTac).</i>	_____	_____
13. A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1,000' of the subject property (see attached directions) with the return address for the City of SeaTac Planning Department. A return address stamp is available for your use upon request. <b>(NO METERED MAIL).</b>	_____	_____
14. A photocopy or printout of names and addresses.	_____	_____
15. The original receipts for the costs of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 500 and 1,000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1,000 feet.	_____	_____

**Part II- Site Plan Requirements**

16. A dimension site plan drawn to scale showing the following:		
a. Dimension and shape of lot with adjacent street names;	_____	_____
b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;	_____	_____



		<u>Applicant</u>	<u>Staff</u>
c.	Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes;	_____	_____
d.	Proposed landscaping (size, species, location, Planting details and distance apart. <b><i>An irrigation plan shall also be submitted;</i></b>	_____	_____
e.	Existing water courses, wetlands, utility lines, structures, rockeries or other relevant manmade or natural features;	_____	_____
f.	All existing trees over 8" in diameter by species and an indication of which will be saved;	_____	_____
g.	The gross floor area and parking calculations (Cite applicable city code);	_____	_____
h.	Existing and finished grades at 5' contours;	_____	_____
i.	Storm drainage, sidewalks, exterior lighting;	_____	_____
j.	The location of any recreation/open space with dimensions;	_____	_____
k.	Proposed public dedication/open space;	_____	_____
l.	Building elevations of the proposal showing two facades at 1"=50', 1"=100' or 1"=200' ( <b><i>engineering scale only</i></b> );	_____	_____
m.	Drawing and/or text describing the scale, bulk and architectural character of the proposed structure;	_____	_____
n.	A text describing conditions or features which cannot be adequately displayed on maps or drawings;	_____	_____
o.	A description of plans for covenants, uses and continuous maintenance provisions for the project;	_____	_____

		<u>Applicant</u>	<u>Staff</u>
p.	Proposed phasing;	_____	_____
q.	Vehicular and pedestrian circulation and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.	_____	_____

## **INSTRUCTIONS FOR OBTAINING ADDRESS LABELS**

### **OBTAINING LABELS FROM CITY OF SEATAC**

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Planning Department. Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25<sup>th</sup>, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

### **Reminder:**

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. **(NO METERED MAIL)**

***\*Please Note – If you choose to acquire your labels through a source other than City of SeaTac, a Tax Assessor's map(s) shall be submitted with the application.***

**City of SeaTac Address Labels Request Form**

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail Address \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

FILE NUMBER \_\_\_\_\_

**PARCEL NUMBER** \_\_\_\_\_

**For internal use only:**

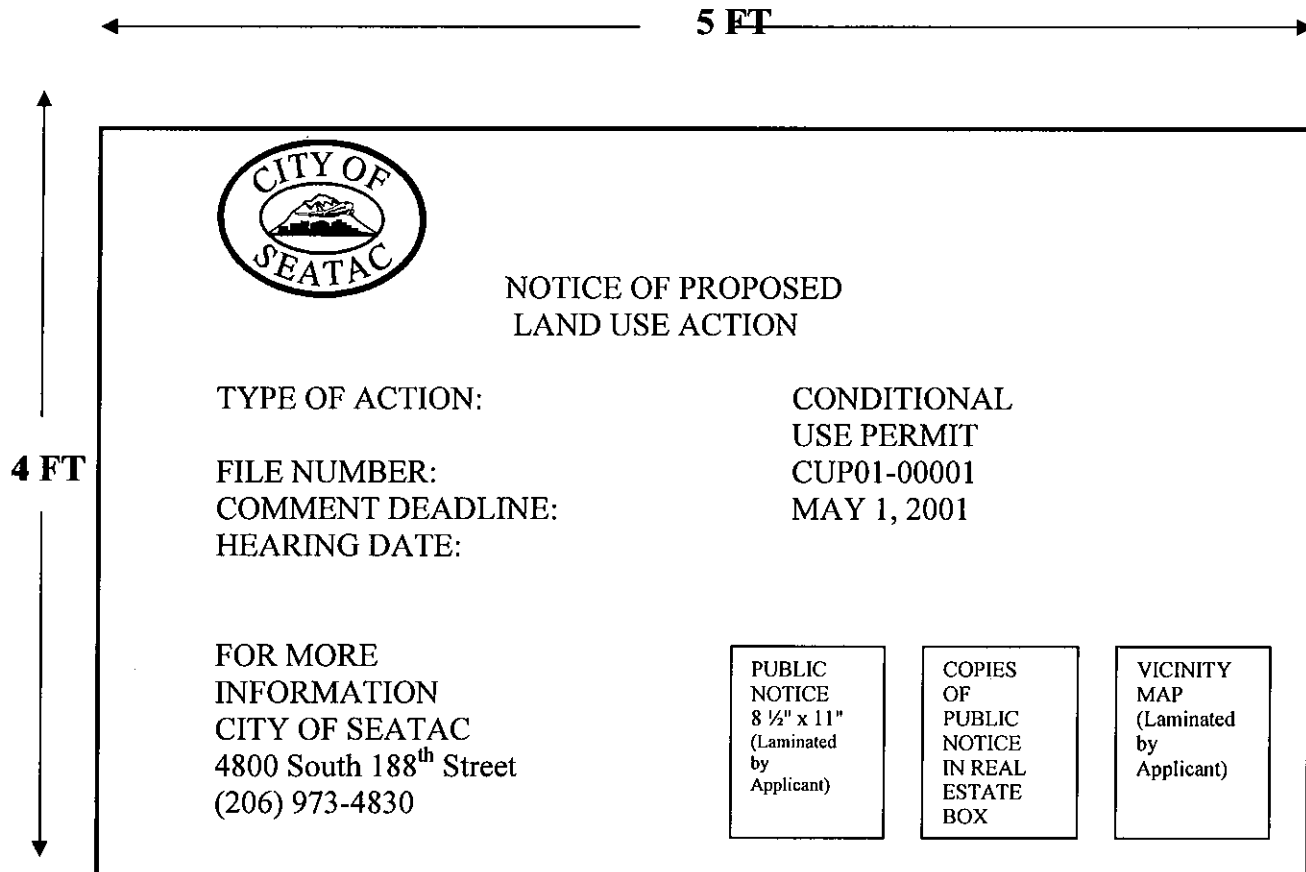
Date completed: \_\_\_\_\_ Completed by: \_\_\_\_\_  
Cost: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

**GIS PRODUCTS AND SERVICES – 001.341.80.00.000**

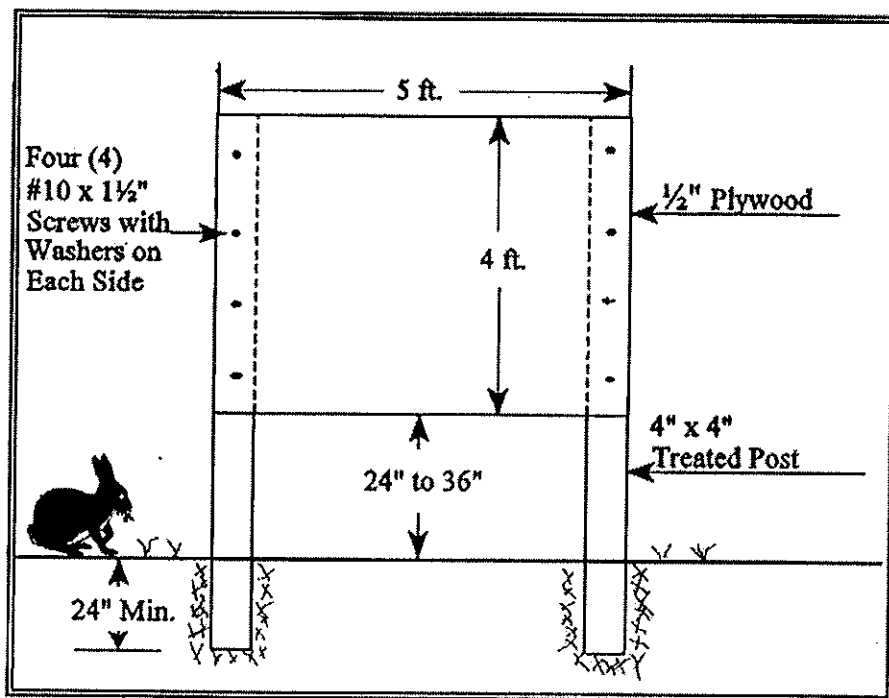
## NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



## NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)



**CITY OF SEATAC**

**AFFIDAVIT OF INSTALLATION/REMOVAL**

**File No:** \_\_\_\_\_

STATE OF WASHINGTON            )  
  ) ss.  
COUNTY OF KING                )

I, \_\_\_\_\_, being first duly sworn upon oath, depose and say: That I am the property owner or authorized representative of the property owner/s, and I have installed the Notice Board required under SeaTac Municipal Code 16.07.010B.1. on or adjacent to the site on or prior to the publication date of the "Notice of Application" in the Seattle Times.

Furthermore, I acknowledge that the Notice Board must be removed within fourteen days of the expiration of the appeal period outlined in the "Notice of Decision" issued by the City. If the Notice Board is not removed according to the above requirement, I hereby give my permission for the City of SeaTac (or designee) to go onto the property, remove the sign, and dispose of it at their discretion.

\_\_\_\_\_  
Property Owner/Authorized Representative

SUBSCRIBED AND SWORN TO before me on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for  
State of Washington  
My Commission Expires:  
\_\_\_\_\_